**During Classroom Driver Education**

1. Students will be shown a Power Point Presentation which includes topics on:
   - What is Behind the Wheel?
   - Tips to know when ready to sign up for BTW
   - Steps to sign up for BTW at LCHS
   - Advice on what to do if you would like to take BTW privately
     - No private companies will be endorsed

2. During classroom Driver Education each eligible student will fill out the following forms on the day of the final exam:
   - DEC-1 card (pink card)
   - BTW registration form
   - Parent permission form

3. The Driver Education teach will collect and review all forms. After grades have been finalized and students have completed necessary requirements the teacher will issue the DEC-1 card, BTW registration form, and parent permission form back to the students whom are eligible.

**When students are ready to sign up for Behind the Wheel at LCHS**

1. They should take a check for $225.00 to Mrs. Eisenmann
   - Mrs. Eisenmann will issue a receipt of payment

2. The students will then bring the following items to Mr. Supcoe:
   - The receipt of payment from Mrs. Eisenmann
   - The DEC-1 card
   - The Behind the Wheel Registration form
   - The Parent permission form
   - The 45 hour log
   - Student will be asked to provide contact information
     - Cell phone/ email address

3. When all paperwork has been submitted and is complete, Mr. Supcoe will add the students name to the Behind the Wheel wait list at LCHS
   - Forms can be dropped off from in the boys PE office/ 176B
     - 8:30 AM-8:50 AM
     - 3:48 PM -4:10 PM
   - Forms should be place in Mr. Supcoe’s hand
   - Forms will not be collected by other Driver Education teachers.
4. When a time slot become available Mr. Supcoe will contact the student and schedule a BTW session with one of the BTW instructors at LCHS
   • Students will be taken out by licensing’s date order

**What should a student do if they lose paper work for Behind the Wheel?**

1. The student should start by going to their classroom Driver Education teacher to request a new DEC-1 card
   • This process can take up to 2-3 days, and possibly longer
2. The BTW registration form and Parent permission form can be found on the LCHS web site, as well as each Classroom Driver Education teacher’s school web site
   • Mr. Hill
   • Mr. Holmes
   • Mrs. Parke
   • Mr. Supcoe

**Private Behind the Wheel Instruction**

1. LCHS staff will not advise on companies, if a student chooses to take BTW privately they must contact the company to get information on the registration process and cost of the course